



U.S. Bankruptcy Court

Northern District of Florida

CM/ECF Version 4

Filing Agents

In preparation for the upgrade to CM/ECF Version 4 in the Northern District of Florida, we will be sending a series of emails to all CM/ECF users highlighting the new and/or improved features coming your way.

What is a Filing Agent?

Under Version 4 of CM/ECF, attorneys may delegate electronic filing authority to members of their staff such as paralegals and legal secretaries. As a “filing agent” of the attorney, the staff member will have a unique login and password which will allow the agent the same access rights to file documents or cases in the CM/ECF system on behalf of the attorney. The name of the attorney will appear as the filer in the docket entry.

What are the benefits of using a Filing Agent?

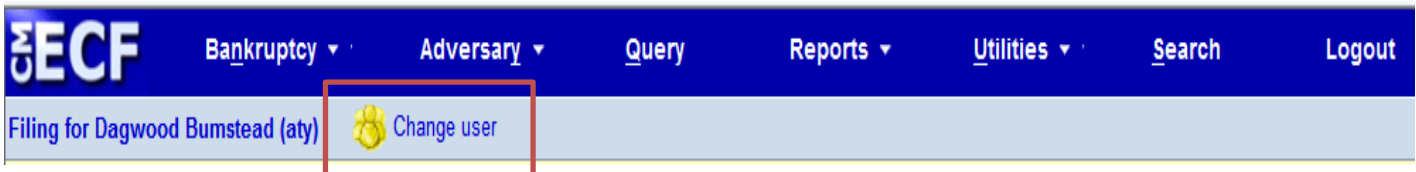
A filing agent will have his or her own login and password, thus allowing the attorney to delegate electronic filing abilities without disclosing the attorney’s login credentials.

For law firms with multiple attorneys, filing agents may file for multiple attorneys by simply selecting the attorney for whom he or she is filing at that time. Upon logging into CM/ECF, a screen will show all the attorneys with whom the filing agent is associated and require the agent to make a selection before proceeding.

Filing for

Abel B. Adams (tr)
Dagwood Bumstead (aty)
Ann K Smith (aty)
Lisa D. Smith (aty)
Marsha M. Smith (aty)

The filing agent may change the attorney for whom he or she is filing without exiting CM/ECF by clicking the “Change user” button in the toolbar at the top of the screen. The selection screen will appear again for the filing agent to select the name of the attorney who should be listed as the filer.



Can I tell who actually filed a document?

Yes. Although the name of the attorney appears in the docket text, the attorney can determine which documents were filed by a filing agent by viewing the transaction log in CM/ECF.

Transaction Log			
Report Period 10/25/2010 - 10/25/2011			
Id	Date	Case Number	Text
126377	09/29/2011 15:00:18	06-10001-LMK	Motion for Access to Tax Documents filed by Hagar the Horrible on behalf of Hinkley, Roy

Filing Agent's Name

Attorney's Name

Who will receive the Notice of Electronic Filing?

When a docket entry is made, Notice of Electronic Filing (“NEF”) is transmitted to the attorney’s designated email address(es). Notice is not sent to the filing agent unless the agent’s email address is listed as a secondary address for the attorney in the attorney’s CM/ECF account.

Can I control the account of my Filing Agent?

Yes. Although the court must create the filing agent account, the attorney will have the ability to deactivate a filing agent’s account at any time. The account should be deactivated as soon as practicable after the filing agent is no longer authorized to file on behalf of the attorney in order to prevent any unauthorized filings. An attorney remains responsible for anything filed by a filing agent until the account is deactivated.

The “More User Information” screen of the attorney’s CM/ECF account (Utilities > Maintain My ECF Account) shows all filing agents associated with the attorney. To deactivate an account, simply uncheck the box and click on “Return to Account Screen,” then proceed to save your changes by clicking the “Submit” buttons as prompted.

More User Information for Dagwood Bumstead

Login bumstead
Current login 10-25-2011 09:17

Registered Y
Create date 09/05/2006

Internet Payment Y
Update date 10/25/2011

Groups Attorney
Last login 10-25-2011 08:49

[See the Utilities menu for the "Change Your Password" option]

Filing agents

Uncheck the box to remove a filing agent.

☒ [Hinkley, Roy](#) [Law Office of Dagwood Bumstead, 1234 Comic Strip Lane, Tallahassee, FL 32301, 850-867-5309]

Find filing agent

[Agents previously removed from this account](#)

Return to Account screen

Clear

The filing agents module will not be made available until sufficient “live” testing has occurred. We anticipate making this feature available to members of the bar in early January, 2012.

The U.S. Bankruptcy Court for the Northern District of Florida will upgrade to CM/ECF Version 4 over the weekend of December 2-5. During that time, the system will be unavailable, however, procedures for emergency filings will be posted to our website at www.flnb.uscourts.gov.